

United States Government

Department of Energy

memorandum

Albuquerque Operations Office

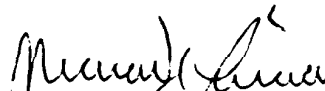
DATE: **AUG 15 1994**REPLY TO
ATTN OF: HPD:MGSUBJECT: Draft Minutes for the Industrial Hygiene Coordinating Committee
(IHCC) Meeting, June 14-16, 1994

TO: Attached List

Attached are the draft minutes from the June 14-16, 1994, IHCC Meeting. The minutes were prepared with input from Janet Torma-Krajewski and Harvey Grasso. Please review the minutes and fax or e-mail any proposed changes to me by August 30, 1994.

The list of identified action items is provided at the end of the minutes. If you have any questions, or need further clarification, please call me at 505-845-6397.

Plans are being made to arrange a conference call to discuss the agenda for the next scheduled meeting on September 7-9, 1994. Suggestions for agenda items should be forwarded to me as soon as possible.



Michael C. Garcia
Chair, Industrial Hygiene
Coordinating Committee

Attachment

Addressees

-2-

AUG 15 1994

Don Harvey, DP-31, HQ
Jim Slawski, DP-31, HQ
Othalene Lawrence, EE-64, HQ
Gail Kleiner, EH-412, HQ
David Weitzman, EH-412, HQ
John Serocki, EM-23, HQ
Owen Thompson, EM-23, HQ
Jay Larson, ER-8.1, HQ
Al White, FE-6, HQ
Mark Matarrese, FE-64, HQ
John Dowicki, NE-443, HQ
William Burke, RW-332, HQ
Tom McDermott, CH
Lia Stamoudis, CH
John Simak, FERN
Joyce Beck, GFO
Don Michaelson, ID
Phil Hill, LLNL
Daniel McCollum, METC
Gene Pauling, MSO
Dan Newquist, NPOSR-CUW
Jim Killen, NPR-C
Bill Suiter, NV
Dean Decker, OAK
Harvey Grasso, OAK
Morris Lemmings, OR
John Sourbeer, PETC
Janet Torma-Krajewski, RFO
D. Curtis Watson, RL
Sal Boscareno, SPR
Lakshmi Singh, SR
Michelle Livingston, WAPA
Russell Baumeister, YMSCPO

DRAFT: JULY 27, 1994

**MINUTES OF THE INDUSTRIAL HYGIENE
COORDINATING COMMITTEE MEETING
JUNE 14-16, 1994
OAKLAND, CALIFORNIA**

Michael C. Garcia, Chair of the Industrial Hygiene Coordinating Committee (IHCC), called the meeting to order at 8:17 a.m., on June 14, 1994. The following members were present:

<u>Member</u>	<u>Organization</u>
Michael Garcia	Albuquerque Operations Office
Don Harvey	DP-31, Headquarters
Jim Slawski	DP-31, Headquarters
Othalene Lawrence	EE-64, Headquarters
David Weitzman	EH-412, Headquarters
John Serocki	EM-23, Headquarters
Jay Larson	ER-8.1, Headquarters
William Burke	RW-332, Headquarters
Don Michaelson	Idaho Operations Office
Bill Suiter	Nevada Operations Office
Dcan Decker	Oakland Operations Office
Harvey Grasso	Oakland Operations Office
Janet Torma-Krajewski	Rocky Flats Field Office
D. Curtis Watson	Richland Operations Office
Lakshmi Singh	Savannah River Site Operations Office
Russell Baumeister	Yucca Mountain Project Office

The following non-members were present as guests invited by IHCC members:

George Mackaniz	Livermore Site Office
Monty Herr	Lawrence Livermore National Laboratory
Roy Gibbs	DOE, Headquarters
Joe Jueden	DOE, Oakland Field Office

1. Approval of Meeting Minutes

The Chair asked for comments on the minutes of the IHCC meeting held on March 10-11, 1994. One correction was noted. A motion to approve the minutes with the correction was seconded and passed.

A motion to approve the minutes of the conference call held on March 30, 1994, passed unanimously.

A motion to approve the minutes of the conference call held on April 19, 1994, passed unanimously.

2. **Election of Chair-Elect**

The Chair asked for nominations for the position of the IHCC Chair-Elect.

Harvey Grasso received a majority of the votes from the membership. A recommendation will be made to forward Harvey Grasso's name to the Under Secretary for approval.

3. **EH Current Initiatives**

Roy Gibbs, EH-30, provided summary information regarding ongoing EH-30 initiatives. Some of the key points expressed by Roy Gibbs include the following:

- ▶ Support for the IHCC;
- ▶ There is an increased need to enhance information exchange throughout the Department;
- ▶ Enhancements are being made to the FEOSH Program for the benefit of Federal and Contractor employee programs;
- ▶ The Voluntary Protection Program (VPP) is being implemented by EH to enhance Safety & Health Programs in the Department;
- ▶ A formal process should be developed to communicate IHCC activities impacting the Department.

Mr. Gibbs suggested that the IHCC prepare and publish articles in different newsletters and bulletins to inform individuals on activities in the IHCC. Roy Gibbs also indicated that the IHCC has an important role in the review and comment on proposed orders/guides. In particular, the committee should play an active role in the EH-30 plan to revise DOE 5483.xx.

David Weitzman, EH-41, provided additional information on the EH initiatives for the FEOSH and Ergonomics Programs. Information was provided on the high costs associated with ergonomic related problems and the need to improve cost accounting for injuries in the Department. The EH Ergonomic initiative includes a proposed policy statement from the Secretary regarding support for purchases of ergonomic chairs for federal employees.

Along with an update on the FEOSH and Ergonomics Program, David Weitzman expressed a need to increase the efficiency of information exchange using an electronic bulletin board format. The use of an electronic bulletin board will facilitate input on EH proposed documents in a timely manner.

4. Updates

A. DNFSB 93-3 and 92-7

- ▶ Janet Torma-Krajewski discussed the status of the DNFSB Recommendation 93-3 and 92-7, involving improvement of the technical capability of the DOE workforce. Along with the DNFSB recommendation, work is proceeding on the Environmental Management and Occupational Safety & Health (EM&OSH) supplemental plan.

ACTION: Michael Garcia will contact T. Evans, HR 1.5, regarding the status of the two plans and the need for continuing IHCC support.

B. EM FTE

Janet Torma-Krajewski discussed the allocation of industrial hygiene FTEs for EM related activities throughout the Department. A suggestion was made to evaluate current industrial hygiene staffing levels with levels five years ago. Janet will coordinate compilation of IH staffing levels at DOE sites.

5. IHCC Review Process

The Committee discussed options for developing a formal procedure to facilitate review of draft documents. A procedure is necessary to ensure timely incorporation of substantive comments and a high level of participation in the review process. After discussion, an outline for the elements of a review process was developed as follows:

- Publicize
- Identify and Prioritize Need (Recognize Need)
- Identify the IHCC Champion
- Project Participation
 - (1) Marketing
 - (2) Join Project Team
- Identify and Involve Key People
- Review and Comment Process (Communication)
- Issue IHCC Product
- Monitor Success - Quality Assurance (Oversight)

ACTION: A subcommittee consisting of Janet Torma-Krajewski, Michael Garcia, and Harvey Grasso, was established to develop a procedure based on the above outline.

6. **DOE Safety and Health Conference**

The IHCC has been allocated an hour and a half to highlight new issues during the EH sponsored Occupational Safety and Health meeting in San Diego, CA, on October 26-28, 1994. Three presentations will be given:

- IHCC Overview - M. Garcia
- Integrating Nuclear Safety with OSHA - J. Serocki
- OSHA Construction Lead Standard and EPA Standard - L. P. Singh

Abstracts of the presentations should be forwarded to David Weitzman for incorporation into the agenda.

7. **IHCC Annual Report**

Details for the preparation of the Committee's Annual Report to be prepared for the Under Secretary. It was agreed that the Annual Report should be limited to not more than two pages.

Suggestions to be included in the Annual Report were:

- ▶ Challenges for the Next Year - D. Harvey
- ▶ Recognition Issue - D. Harvey
- ▶ Need to Establish Working Committees - J. Larson
- ▶ Establish Communication Infrastructure - J. Larson
- ▶ List Accomplishments and Activities (ex: Provided Comments to NIOSH)
O. Lawrence

ACTION: Input for the Annual Report should be forwarded to M. Garcia by July 11, 1994. Janet Torma-Krajewski and M. Garcia will develop a draft of the Annual Report for review by the Committee.

9. **Subcommittee Reports**

(A) **Exposure Assessment**

J. Larson, Exposure Assessment Subcommittee Chair, summarized the work of the Exposure Assessment Subcommittee. A two page recommendation paper was presented to the IHCC (See Attachment 1). A decision was made to formalize the recommendations and discuss the areas of concern with D. Pegram, EH-41.1.

J. Larson will provide a status to the Committee on completion of the discussions with D. Pegram.

(B) HAZWOPER

L. P. Singh, HAZWOPER Subcommittee Chair, presented information on the EH initiatives to enhance the documentation and training for DOE-wide HAZWOPER programs. Specific issues discussed include the following topics:

- ▶ Qualification of Instructors
- ▶ Quality of Courses
- ▶ Training Reciprocity across DOE
- ▶ Integrating Nuclear Safety Training with ES&H Training
- ▶ Gearing Training to the Audience

ACTION: A motion was made and passed to provide a position paper (ACTION to Janet due July 12). The subcommittee will comment on HAZWOPER (comments due July 12) and a formal transmittal will be sent in August to Gail Kleiner.

(C) 5480.10A

C. Watson, Contractor Industrial Hygiene Order Subcommittee Chair, reported for the 5480.10A Subcommittee. The Committee decided to develop an implementation guide to go with the document. The subcommittee also discussed providing workshops on 5480.10A to clarify any issues or questions for interested parties. Janet suggested once 5480.10A is final, the IHCC may want to issue a status on the progress of the IHCC.

5480.10A has one remaining office concurrence is still needed for approval of 5480.10A. Final approval is expected in approximately six weeks.

ACTION: Develop a companion guide to further expand items identified by the subcommittee to "explain" or give guidance, i.e., Hazard Assessment, control and records requirements. The guides will be published by the IHCC (D. Weitzman).

ACTION: Initiate plans to conduct a workshop to assist with better implementation of 5480.10A (C. Watson).

ACTION: At a later date, develop a guidance document for performing audits of the Industrial Hygiene Program (C. Watson).

(D) Ergonomics

O. Lawrence, Ergonomics Subcommittee Chair, reported that the subcommittee agreed to assist EH in their cooperative efforts with NIOSH. The work of the Ergonomics

DRAFT: JULY 27, 1994

Subcommittee will consist of document reviews, as appropriate. The subcommittee's objective is to use the data/information from this process to assist in developing a national standard. Five major issues were identified for inclusion and/or emphasis in the upcoming national program.

- Procurement Process
- Training Resource Identification
- Preventive vs Symptomatic Approach
- Employee/Union Involvement
- Management Involvement

These issues will be considered by the subcommittee participants in order to better assist with developing recommendations/solutions and approaches to highlighting them in the Ergonomics Program (See Attachment 2).

The subcommittee will have periodic conference calls to keep all members informed of site observations. The first conference call will be during mid-August to discuss site observations and review the draft ergonomics plan/outline.

The EH/NIOSH product is expected to be completed by October 1, 1994, at which time the subcommittee will formally draft a national Ergonomics Program.

Othalene Lawrence will discuss the subcommittee's interest in participating with the objective of developing a beneficial product to be used nationally.

Janet Torma-Krajewski will develop a rough draft program/plan outline by mid-August.

10. ***Other IHCC Business***

(A) Electronic Mail

The Committee agreed that every IHCC member should have an E-Mail address and become familiar with the Internet system.

ACTION: Raquel Sanchez will coordinate the identification of E-Mail addresses for the Committee. Addresses will be included in the phone/address list.

(B) Meeting Focus

D. Harvey suggested that the IHCC have a focus for each meeting and that the IHCC should identify a primary topic for discussion. He also suggested that each IHCC

DRAFT: JULY 27, 1994

subcommittee meet in the interim to discuss other issues. He stated that the IHCC should only address the top five critical issues at each quarterly meeting. M. Garcia will coordinate with the Committee before the meeting date, to establish a focus for the upcoming meetings.

(C) IHCC Recognition

Several suggestions were made to promote the Committee. Recognition options for the Committee include:

- Briefings for the Assistant Secretary for ES&H (T. O'Toole) during staff meetings.
- Participation/briefing in the Operations Office Managers meeting
- Distribution of the Annual Report

(D) Action Items

The Committee agreed to have an action item list sent to all IHCC members, and to the individual or individuals responsible for these action items. (See Attachment 3).

(E) IHCC Logo

Janet Torma-Krajewski raised the question of having a logo for the Committee. No decision was made, however, Janet will review options at the next meeting.

(F) National IH Award

Janet Torma-Krajewski raised the subject of the IHCC sponsoring a yearly award for an outstanding IH within DOE in the DOE Complex. Additional information regarding the mechanisms available to sponsor such an award will be provided at the next meeting.

(G) Meeting Venue

The next IHCC meeting will be on September 7-9, 1994 in Germantown, Maryland. D. Harvey will coordinate administrative requirements for a meeting room in the Germantown area.

DRAFT: JULY 27, 1994

The meeting was adjourned at 11:35 a.m., on Thursday, June 16, 1994.

Minutes Approved:

Michael C. Garcia, Chair

Date

**THE IHCC RECOMMENDATIONS
TO THE
DOE INITIATIVES ON
EXPOSURE ASSESSMENT
JUNE 16,1994**

EXPOSURE ASSESSMENT DATABASE INITIATIVE

1. Include in the working group, representatives from the IHCC, CSOs, and the Operations Offices.
2. A Resource Impact Analysis needs to be conducted.

DRAFT EXPOSURE ASSESSMENT STANDARD/ORDER CHAPTER

1. The Exposure Assessment Document should be a DOE Standard and not a DOE Order or a Chapter to a DOE Order.
2. A Resource Impact Analysis needs to be conducted.
3. The Exposure Assessment Decision Protocol, developed by Harvey Grasso of the IHCC, should be combined into the Exposure Assessment Standard.
4. The DOE should invite outside organizations to participate in the development of the Exposure Assessment Standard. The organizations should include the AIHA, ACGIH, ANSI, labor unions, the Organization Resource Council (ORC), and OSHA.
5. The Standard should include the following missing exposure assessment elements:
 - a. An interpretation of the exposure assessment data.
 - b. An evaluation of engineering controls.
 - c. Recommendations for control.
6. Representatives from the Exposure Assessment Subcommittee of the IHCC should meet with Dave Pegram to discuss the following issues:

- a. What is the relationship between the HAZWOPER Exposure Assessment document and the Exposure Assessment Standard?
- b. What does "Semi-Quantitative Exposure Assessment" mean and how does it differ from qualitative and quantitative assessments? What assessment category(ies) does grab sampling fit?
- c. There is confusion concerning the definition and application of "action level" versus "administrative control level."
- d. Should the parameters for the exposure assessment database be identified in the Standard or in a Database guide? Which initiative should be developed first? (The database parameters are being selected before the standard is finalized.) How will the Standard and the database initiative be linked?
- e. How will the exposure assessment database parameters be made mandatory?
- f. Rather than separating the exposure assessment process into qualitative, semi-quantitative, and quantitative assessment stages, should the process consist of "assessment" and the "need for periodic assessment?"
- g. There are inconsistencies between the Hazard Assessment & Control Record requirements of 5480.10A and the Exposure Assessment Standard.

May 1994

FEOSH Pilot Ergonomics Initiative

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 General Motors/DOE EH-S15 Ergonomics Meeting	18	19 Bonneville Power Administration Pre- Assess Visit	20	21
22	23	24	25	26	27	28
29	30	31				

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OPTIONAL FORM 10 (7-88)

FAX TRANSMITTAL

To: Michael J. Davis From: 13

On: 6/19/94 Phone: 214-503-7773

Fax: 505-845-5700 Phone: 214-503-7773

NAME: GENERAL SERVICES ADMINISTRATION

505-101

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June 1994 FEOSH Pilot Ergonomics Initiative

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			8 Albuquerque Operations Office Pro-Assist Visit	9	10	11
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FEOSH Pilot Ergonomics Initiative

THURSDAY

SATURDAY

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31							

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—August—
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August 1994 H Pilot Ergonomics Initiative

WY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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MRTC Technical Assistance Visit				
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31				

September						
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ATTACHMENT 3

**ACTION ITEMS FOR THE
INDUSTRIAL HYGIENE COORDINATING COMMITTEE
JUNE 22, 1994**

Action Items	Assigned To	Due Date
Subcommittee Reports- Will be collected by M. Garcia	Subcommittees	June 30, 1994
Comments on HAZWOPER	L. P. Singh	July 12, 1994
Ergonomics Plan	Subcommittee-Lead J. Torma-Krajewski	August 15, 1994 October (Formal)
Invite Mr. Pegram to next meeting	J. Larson	August 7, 1994
Coordinate Brief of ESHAC	R. Gibbs/M. Garcia	No Due Date
EMAC	J. Solecki	No Due Date
Meeting with AFL/CIO	R. Gibbs	No Due Date
Gather information on staffing - Guidance for FTE staffing; Speak with EM staff regarding new positions	J. Torma-Krajewski	Sept. 9, 1994
Coordinate meeting with Tom Evans	M. Garcia	June 30, 1994
Develop IHCC Review Process	M. Garcia / H. Grasso / J. Torma-Krajewski	Sept. 9, 1994
Develop Annual IHCC Report	M. Garcia / J. Torma-Krajewski	August 9, 1994
Position Paper HAZWOPER	J. Torma-Krajewski	July 12, 1994
Draft Guide for 5480.10A	D. Weitzman	No Due Date
Develop a Workshop on 5480.10A	C. Watson	No Due Date
Develop a Guide Document for Audits	C. Watson	No Due Date
Obtain Information on IH Award	J. Torma-Krajewski	No Due Date
Update IHCC Roster	R. Sanchez	Ongoing